

**Virginia Society for Clinical Laboratory Science**  
**60<sup>th</sup> Annual Business Meeting**  
**Williamsburg, Virginia**  
**Woodlands Conference Center**

**Date:** 16 April 2007

**Presiding:** Charlene Waybright

**Minutes Taken By:** Lynn Kuchenbrod

- I. Call to Order:** 12:45 p.m.
- II. Appointments of Committees**
  - A.** Parliamentarian: Becky Perdue
  - B.** Teller: Nancy Nichols Lewis
  - C.** Credentials: Elaine Pappamihel and Karen Bach
  - D.** Minutes Reviewer: Karen Gordon
- III. Minutes of the 59<sup>th</sup> Annual Business Meeting:** A motion to dispense the reading of the minutes was made. Minutes will be available on the VSCLS website and by contacting the secretary.
- IV. Treasurer's Report:** (Absent. President read report.) Report on file.
- V. President's Report:** Report on file.
- VI. Past President's Report:** Report on file.
- VII. President-Elect's Report:** No report.
- VIII. Nominations Committee:** Report on file. Nomination for President is Darrell Little. Nomination for President-Elect is Karen Gordon. Nomination for Secretary is Candelario Zerna.
- IX. Credential Committee Report:** Total of 21 members present. 4 students members present.
- X. Election of Officers:** The Parliamentarian ruled to have election by acclamation. All positions approved unanimously.
- XI. Standing Committee Reports**
  - A. By Laws:** Report on file. Motion was made to the membership of VSCLS to accept the published changes to the current by-laws revised in 1999 and reviewed in 2002. Revision includes the following. In Article IV, references related to dues moved from by-laws to policy manual. In Article VI, in section on Meetings, delete notification by mail, and change to notification. In Article VI, in Nominations and Elections section, terms of office moved from by-laws to policy manual. In Article VII, in officers and their duties section, under Treasurer, delete required external audit by CPA at the end of term, and add that the BOD can request an external audit at any time. Addition of article removal from office, wording change throughout document for changing annual meeting to general membership meeting. Motion carried. Policy manual can be changed at any time.
  - B. Finance:** Absent. No report. Final budget will be made at the May 5<sup>th</sup> BOD meeting.
  - C. Government/Regulatory Affairs:** Vacant.
  - D. Membership Development:** Report on file.



VSCLS Spring Meeting  
P.A.C.E.® Report  
April 16, 2007

In the past year, the PACE Coordinator has performed the following duties:

- Reviewed the P.A.C.E.® Provider manual, version 5.05.
- Completed and submitted documentation to the ASCLS PACE office of all approved PACE programs that were held from April 2006 to the present.
- Corresponded with various members of the Board of Directors regarding the 2007 VSCLS Spring Meeting.
- Assembled PACE forms, speaker information, and program information for all approved sessions in preparation for the Annual Spring Meeting.

Respectfully submitted,

Melanie Minnix

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April 16, 2007

Madam President, The National Medical Laboratory Professionals Week Committee wishes to present the following report.

- A request for a proclamation from Governor Kaine was sent to the Office of the Governor.
- A proclamation was received with a typographical error.
- Another request was sent to the Governor along with a letter explaining the mistakes.
- The second proclamation was received along with a phone call apologizing for the error.

Annual Meeting  
Scholarship Subcommittee

To: Chairman of the Membership Development/Services:

The Scholarship Subcommittee chair has performed the following during 2006-2007:

I emailed and mailed all program directors the VSCLS/ASCLS Scholarship guidelines, letter and application to distribute to their students. I also emailed Darrell Little, VSCLS secretary, the same information to post on the web site for students to access. I updated my list of directors for all Clinical Laboratory Education Programs in Virginia. I received six applications for the VSCLS/ASCLS Scholarship and reviewed them with a committee and selected a recipient. I typed a letter to the recipient, which was presented to Ingrid Wilensky by Lorri Huffard, head of the Wytheville Community College Medical Laboratory Technology program. I will assist with the baskets at the annual meeting in April to help raise money for the VSCLS/ASCLS Scholarship.

Respectfully Submitted,

Shirley Smith Jenkins

DATE: April 9, 2007

FROM: Janet Hiler Bowman  
Public Relations – Subcommittee – Newsletter  
Professional Development – Subcommittee – Meeting Mgmt Co-Chair

TO: VSCLS Membership

RE: Board Activities

Madame President, the above listed position chairperson wishes to present the following report:

As Public Relations – Subcommittee Newsletter:

1. Published two issues of the newsletter, circulated to the current and lapsed members, and communicated with Darrell Little to include such on the VSCLS website
2. Communicated with Connie Laubenthal to assist in the maintenance of our membership roster

As Professional Development – Subcommittee Spring Meeting Management:

1. Communicated with other committee members as necessary in planning the Annual Spring meeting being held on Apr 15 0 17 at Woodlands Hotel & Suites in Williamsburg, VA
2. Distributed through email the Letter of Invitation to the Laboratory Industry representatives as in the last two years. Received return email commitment from two, with a third by voice commitment.

Attended all VSCLS Board of Directors meetings as able throughout the past year, presenting reports as applicable.

Attended the ASCLS Annual Meeting in Chicago, IL in Jul '06, serving in the position of President-elect position of the delegation.

Respectfully submitted



Report to: VSCLS Annual Membership Meeting  
Report of: Membership Development/Services Committee  
Prepared by: Elaine Pappamihiel, chair  
Date: April 16, 2007

Madam President, the Membership Development/Services Committee chair wishes to present the following report:

Since the 2006 VSCLS Annual meeting, the chair has performed the following:

1. Advised VSCLS Membership subcommittee chair on lapsed member recruitment letter, applications, rosters, and expense reimbursement.
2. Forwarded information regarding bad addresses and corrections needed on lapsed member rosters to ASCLS Membership Development, and VSCLS membership database coordinator.
3. Reviewed membership rosters.
4. Requested board members to personally speak with lapsed members they know about renewing their membership.
5. Followed up the letter to lapsed members with phone calls.

Ordered ASCLS materials for the Spring meeting membership table, and prepared new member packets and other promotional



## Virginia Society for Clinical Laboratory Science

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April 16, 2007

The President wishes to present the following report:

Since assuming the office of President on September 1, 2006, the president has carried out the following duties and responsibilities:

- Scheduled and attended the following VSCLS Board meetings at Martha Jefferson Hospital in Charlottesville, VA: September 16, 2006, November 11, 2006, January 13, 2007, March 24, 2007, and April 15, 2007.
- Attended the ASCLS Annual Meeting in Chicago, IL – in the capacity of president and delegate. Attended the President's Council, First House, and the House of Delegates.
- Filled positions on the Board for Director Chairs and Sub-committee members.
- Submitted and distributed Fall and Spring Board Reports to the Region II Director.
- Sent sixteen welcome letters to new members.
- Organized the mini Career Day for the membership at the annual Spring Meeting.
- Submitted Omicron Sigma nominations.
- Purchased Key to the Future, and President's awards.
- Corresponded with various members of the Board of Directors regarding VSCLS related business.
- Reviewed the ASCLS membership rosters and leadership mailings.

Charlene Waybright  
VSCLS President 2006 – 2007

Since the 2006 Annual Meeting, The Membership Development subcommittee conducted the following assignments:

1. Updated and organized excel spreadsheets containing lapsed members information.
2. Created and designed the renewal letter.
3. On October 11 2006, mailed 80 renewal letters and to lapsed members.

Many letters were returned with the following comment: “not deliverable as addressed, unable to forward.” The names of the envelopes not delivered were shared with Charlene Waybright, Elaine Pappamihel and Lynn Kuchenbrod.

4. Phone calls were made to notify expired membership in ASCLS, to provide the opportunity for the lapsed member to ask any questions about renewing and also to remind them about the annual spring meeting in Williamsburg.

**TO:** Charlene Waybright, President  
**FROM:** Frankie Harris-Lyne, By-Laws Chair, and Nominations Committee Chair  
**DATE:** April 16, 2007  
**RE:** Annual Meeting Report

Madam President, the By-Laws Chair, and Nominations Committee Chair wishes to present the following report:

### **BY-LAWS**

Re-appointed by President Charlene Waybright to serve as the chair of this committee for the 2006-2007 term. Subcommittee members include, President Charlene Waybright and Past-President Nancy Nichols Lewis

Proposed changes to the By-Laws completed. By-Laws changes require approval from the state society's BOD, the state society's membership, and ASCLS. Our goal is a revision that will stand the test of time.

- January 2007 – 10 prototype draft copies of the VSCLS Handbook were distributed to the BOD. *NOTE: The VSCLS Handbook includes the By-laws and the Policy Manual. The Policy Manual may be amended as needed. The Policy Manual is currently under review and some updates have been completed*
- March 2007 – proposed By-laws changes were approved by the BOD and posted to the website. Members were notified via the VSCLS list serve that a vote on the changes would be held today.
- Pending approval of the membership, the By-laws will be sent to ASCLS for final approval

### **NOMINATIONS**

Committee Members: Nancy Nichols Lewis and Rebecca Perdue

- November 2006 – communicated with committee members to suggest candidates for the BOD positions of: President-elect, Secretary, and Nominations Committee
- January 2007 – suggested candidates were contacted
- March 2007 – Candidate slate presented to BOD

### **Additional Activities Include:**

Served as a member of the ASCLS Taskforce – Practice Levels and Educational Needs for Clinical Laboratory Practitioners. 2005-2007.

Attended CLEC – Louisville, KY 2007

Respectfully submitted